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In cooperation with
NALAS

SOGFBiH
SAVEZ OPĆINA I GRADОVA
FEDERACIJE BOSNE I HERCEGOVINE
Association of municipalities and cities of the BiH

Project: "Regional Cooperation for Better Social Inclusion at Local Level"

Terms of Reference

for engagement of a Resource Person
for Establishment and Delivery of
Learning Cluster on social community-based services
(Day-care Center and Mobile Outreach Teams)

I. Project summary

The NALAS project "Regional Cooperation for Better Social Inclusion at Local Level" addresses the insufficient institutional capacities and know-how of local government administrations and other relevant local stakeholders from the Western Balkan economies in the identification of the needs of disadvantaged groups of citizens, development of evidence-based local policies in the field of social protection and ensuring of access to local services through innovative social approaches. In addition, the project is strengthening the capacities of the Network of Association of Local Authorities in SEE to set the topic of social inclusion higher on the agenda of the network and its member associations.

The Overall Objective of the project is to support the local governments and their associations in Serbia, Bosnia and Herzegovina, North Macedonia, Kosovo* and Albania in strengthening the social and economic inclusion of vulnerable groups in line with the overarching principle of the 2030 Agenda "Leave no one behind".

The Specific objectives are related to 1) strengthening the institutional capacities of NALAS and its member associations from the project's target economies related to the development and implementation of needs-based recommendations on social and economic inclusion of vulnerable groups; 2) enhancing the capacities of the local governments necessary to improve the living conditions of the disadvantaged groups through evidence-based decision making and social approaches and 3) improving social services on municipal level regarding their responsiveness to migration and gender-sensitive needs of vulnerable groups.

Objective 2 assists the Local Government Associations (LGAs) and their member municipalities in applying **innovative social approaches based on data gathered through social mappings and reflected in evidence-based decisions**. Based on the demand from the local governments in the respective target economies, the involved LGAs have identified a day-care center as a priority social approach and community-based service that will be applied by the pilot municipalities. The selected 13 beneficiary local governments (pilots) from the Western Balkans are committed to implementing the entire process of application of the innovative social approach, starting from attending the training formats, needs identification through social mapping, policy decision-making and implementation of the services for the respective disadvantaged group of people in the frame of the day-care centers.

* This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ opinion on Kosovo Declaration of Independence

In order for the beneficiary local governments' capacities to be strengthened for **conducting LNOB social mapping methodology**, an e-Learning course was developed and delivered through the NALAS e-Academy platform. The findings and recommendations from the social mappings will be aligned in the municipal strategic/action plans, followed by policy decisions and commitments.

In addition, two training formats: **face-to-face training** and the **learning cluster method**, will be offered by Association of municipalities and cities of the FBIH to the beneficiary local governments for proper application of the day-care center and mobile outreach teams services.

The project "Regional Cooperation for Better Social Inclusion on Local Level" is implemented by NALAS in cooperation with GIZ on behalf of the Federal Ministry for Economic Cooperation and Development (BMZ).

In the project's context, a **Learning Cluster is defined as a self-steered and collaborative Capacity Development format** that joins practitioners of state and non-state stakeholders sharing the same work environment to benefit from complementary know-how and diverse experiences and to develop and scale up applicable solutions and successful approaches by guaranteeing economic, social and cultural rights of vulnerable groups for their equal participation in society, particularly on the local level.

The Learning Cluster shall be composed of the representatives of the beneficiary local governments (pilots) and additional 5 local governments interested in establishing and delivering day-care services for children with difficulties in development. Also, the Local Government Association and Resource Persons who have implemented successful practices of community-based services such as day-care center and mobile outreach teams will be part of the learning cluster. Two representatives per local government involved in the Learning Cluster will attend the events which makes a group of up to 14 participants.

The Learning Cluster will be hosted and logically supported by Association of municipalities and cities of the FBIH. However, the Resource Person act as a fundamental source of know-how who will share the good practice/s and support the Learning Cluster members in implementing the social approaches.

In this regard, Association of municipalities and cities of the FBIH **is inviting the practitioners (individuals), to express their interest and to apply for the position of Resource Person for the community-based services: day-care centre and mobile outreach teams.**

II. Aim and Specific Objective of the Assignment

The **aim** of the assignment is an enhancement of the capacities of local governments, the Associations and other relevant stakeholders to apply successful community-based and evidence-based services for children with difficulties in development.

The **specific objective** of this assignment is related to the **establishment of the Learning Cluster** and the **initiation and coordination of corresponding peer exchange** among the Learning Cluster's members.

The Learning Clusters will be established and peer exchange **performed following the Methodology for the Learning Cluster** (Annex 1).

III. Learning Cluster as Capacity Development Format

The development, implementation and facilitation of the Learning Cluster is required to be guided by the following important **conceptual and methodological principles** that are crucial to assure the quality of the peer exchange: the Learning Cluster is **self-steering**, based on **cooperation** that joining the practitioners who bring **complementary know-how** and **diverse experiences** for the **applicable solutions** of the successful approaches relevant in the work environment by **guaranteeing the human rights of the vulnerable groups**.

The **Learning Cluster is coordinated and implemented** by a Association of municipalities and cities of the FBIH, and the Resource Persons will work in tandem with the LGA Project Coordinator.

The Cluster as Capacity Development Format consists of three **exchange events (EE)**, a **period of conceptualization** and a **period of application**.



The **one-day training on community-based services and Regional Exchange Events of the Learning Clusters will be organized and delivered in a face-to-face format**.

3.1. Training on managing evidence-based community services

The one day training aims to build the capacities of the learning cluster's members on community-based services, particularly on day-care centre and mobile outreach services, with a particular accent on gender and gender-sensitive services in line with the German Feminist Development Policy. The training should also include basics on evidence-based policymaking following the Agenda 2030 and its overarching Leave No One Behind principle. The existing training curricula on the day-care center and mobile outreach teams of the NALAS Secretariat will be available to the Resource Person to develop the training curricula. In addition, the Resource Person will be enabled with access to the NALAS e-Academy for the content of the e-learning courses on: Gender Mainstreaming, DCC, MOT and LNOB Social Mapping and evidence-based policymaking.

3.2. First Exchange Event

The first exchange event in duration of one day which will be connected to the training, aims to initiate the Learning Cluster, and orient the Learning Cluster's members, to exchange Good Practices and experiences, as well as to provide input for the development of the concept for the establishment of DCC and MOT and introduction of a template on Action Plan. The exchange event shall take into consideration the necessity of managing evidence-based social services by providing experiences of conducted social mapping exercises in the pilot local governments in SoRi2 and SoRi3 projects.

The development of the concepts and their action plans are of special importance for the pilot local governments that need to develop innovative social services in the frame of their DCC for children with difficulties in development. The design of the services shall be based on the findings from the conducted social mappings, while the delivery of these services will be supported by the project.

3.3. Second Exchange Event

The second event aims to ensure the exchange on the developed concepts for the application of community-based services (DCC and MOT). The Resource Person shall facilitate the presentation of the concepts developed by the Cluster's members and peer-to-peer feedback provision. In addition, the one-day event will be used for preparations of the application of the designed social services.

3.4. Third Exchange Event

The third one-day event of the Learning Cluster will lead towards sharing experiences on the application of community-based services, evaluating the learning experience, and identifying a potential way forward. In the frame of **the third event, the chairpersons of the LGA's expert body on social inclusion shall be invited, too.**

Based on the NALAS RCDN training standards, the Resource Person will be provided with necessary **templates** for development and delivery of the training and exchange events. In addition, the templates for the Concept and related reports will be provided.

3.5. Conceptualization and Application Period

Period of Conceptualization allows Learning Cluster members to develop a concept for the future application of a Social Approach. The **Application Period** is the phase where the Learning Cluster members start to apply the community-based services in their municipality based on the developed concept. During both periods, the Resource Person shall provide online mentorship sessions to the cluster's member municipalities, especially to pilot local governments.

IV. Responsibilities and Tasks of the Resource Person

The Resource Person as a moderator and member of the Learning Cluster, in coordination with the Association of municipalities and cities of the FBIH shall be responsible for the provision of the following key activities:

- The Resource Person shall develop and deliver training curricula for the one-day training.
- The Resource Person shall identify good practices for the respective community-based services from Federation of the Bosnia and Herzegovina and the region of WB/SEE and act as a fundamental source of know-how.
- The Resource Person shall contribute to the preparation of the Learning Cluster's events - development of session plans, agenda and materials.
- The Resource Person shall moderate the delivery of Cluster's events and prepare reports in coordination with Association of municipalities and cities of the FBIH.
- The Resource Person shall coach/advise the Learning Cluster's members in the frame of conceptualization and application of community-based services.

More specifically, the Resource Person shall perform the following tasks and ensure the provision of the related deliverables:

No.	Activity/Deadline	Tasks	Deliverable	Expert days
	Establishment of the LGA Learning Cluster	Association of municipalities and cities of the FBIH will invite and select interested municipalities to participate in the Learning Cluster	Learning Cluster members selected.	
	Familiarising with the concept of Learning Cluster 8 – 15 April 2024	-Familiarising with the concept of Learning Cluster through learning from available LC methodology and orientation meeting with the LGA Project Coordinator.	Resource Person familiarised with the concept and available materials	
1.	Development of training on community-based services and first exchange event	-Develop training curricula and materials for the one-day training on community-based services and exchange event.	<ul style="list-style-type: none">• Training curricula, Detailed Design of the Event and materials developed and approved by Association of	4

	16 April – 3 May 2024	<p>-Involvement of local practitioners and key-note speakers related to the respective community-based services, such as representatives of the local governments, central government institutions and civil society organisations is recommended.</p> <p>-The developed curricula will be a subject of consultation with LGA, NALAS and GIZ by 17 May 2024.</p>	<p>municipalities and cities of the FBIH (Event Detailed Design – Template)</p> <ul style="list-style-type: none"> • Agenda developed (Event Agenda – Template) 	
2.	Starting-up of the Learning Cluster One-day training and First Exchange Event delivery Delivered in the period from 20 May to 31 May 2024	<p>-Delivery of the training and first exchange event.</p>	<ul style="list-style-type: none"> • Training and first exchange event delivered • LC Timeline agreed • Roles and Responsibilities of the Learning Clusters' members defined • Good Practices shared • Concept and Action Plan for establishing of a community-based services (DCC and MOT) presented • Next steps and "to Dos" for the conceptualization period agreed. • Report of the event prepared (Event Report – Template) 	3
3.	Providing support in the Conceptualization Period 1 June – 10 September 2024	<p>-Provision of online support and clarifications to the local governments in development of a concept for establishment of community-based services. The support shall be provided through online mentorship sessions.</p> <p>-Respond to Q&A from the members of LC.</p> <p>-Collection of questions/issues for Learning Cluster's Exchange Event 2.</p> <p>-Review of early drafts of the concepts prepared by the Local Governments prior the Exchange Event 2.</p> <p>The LGA Project Coordinator and Resource Person will monitor and assess the progress of concept's development. They will review the concepts prepared and provide feedback for improvement, in line with the requirements related to potential areas of services/activities. This is especially important for the concepts of the LGs that will receive the project funding.</p> <p>The LGA Project Coordinator and Resource Person should provide suggestions, tips and guidelines that will support the LGs to prepare feasible concepts, ready for application. Consultation process for Concepts will take place from 11 to 27 September 2024.</p>	<ul style="list-style-type: none"> • Respond to emerging questions and issues of the LC members is provided. <p>Report on provided support in the Conceptualisation Period, including issues to be treated within EE2, is prepared, and submitted.</p> <p>(Mentorship session Reports – Template)</p> <ul style="list-style-type: none"> • Early Drafts of the Concepts reviewed and feedback provided to Local Governments. <p>(LG Concept – Template)</p>	3

		Final concepts shall be ready for presentation in the frame of the Second Exchange Event.		
4.	Preparation/design of the Learning Cluster's Second Exchange Event 16 – 27 September 2024	- Designing of the second Exchange Event in close cooperation with the Association of municipalities and cities of the FBIH. - Development of event's materials (presentations, templates, tools etc.), agenda and detailed design of the Event will be prepared.	<ul style="list-style-type: none"> • Detailed Design of the Event developed (Event Detailed Design – Template) • Local practitioners and speakers proposed • Event's materials developed – Agenda, presentations, templates, tools... (Event Agenda – Template) 	1
5.	Delivery of the Second Exchange Event Delivered in the period from 1 – 11 October 2024	Delivery of the Second Exchange Event.	<ul style="list-style-type: none"> • Experiences shared from the conceptualisation period • Preparations for the application period and next steps agreed. • Report on EE2 prepared (Event Report – Template) 	1.5
6.	Implementation of the Application Period 14 October 2024 – 31 March 2025	-Provision of online support/clarifications to LGs for application of the community-based services -Collection of questions, experiences and lessons-learned from the application for Learning Cluster's Third Exchange Event -The support shall be provided through online mentorship sessions.	<ul style="list-style-type: none"> • Respond to emerging questions of the LC is provided. • Report on provided support in the Application Period, including issues to be treated within EE3, is prepared, and submitted. (Mentorship session Reports – Template) 	3
7.	Preparation/design of the Learning Cluster's Third Exchange Event 15 – 31 March 2025	- Designing of the Third Exchange Event in close cooperation with the Association of municipalities and cities of the FBIH. - Development of event's materials (presentations, templates, tools etc.), agenda and detailed design of the Event will be prepared.	<ul style="list-style-type: none"> • Detailed Design of the Event developed (Event Detailed Design – Template) • Event's materials developed – Agenda, presentations, templates, tools... 	1
8.	Delivery of the Third Exchange Event Delivered in the period from 1 – 15 April 2025	Delivery of the Third Exchange Event	<ul style="list-style-type: none"> • Experiences shared from the application period • Report on EE3 prepared (Event Report – Template) 	1.5
9.	Preparation of the Assignment Report 30 April 2025	-Preparation of the Assignment Report that includes implemented activities, conclusions, and recommendations	<ul style="list-style-type: none"> • Assignment Report submitted to Association of municipalities and cities of the FBIH. (Assignment Report – Template) 	1
				Total number of expert days: 19

All above listed activities and delivery of the expected outputs are envisaged to take place between **19 June 2024** and **30 April 2025**.

V. Expert days

Considering the above-mentioned tasks and responsibilities, the maximum number of days projected for the entire assignment is **up to 19**.

VI. Resource Person's Profile

The Resource Persons are either a) practitioners of Local Governments who already implemented the community-based service (DCC and MOT) or b) practitioners of a non-state actor that was involved in or supported the implementation of the approach (e.g. NGO) or c) an expert who has knowledge and experience related to the respective community-based service.

The Resource Person has significant knowledge and experience in the respective social community-based service:

1. Mobile Outreach Teams (MOT)
2. Day Care Centres (DCC)

The Resource Person has experience in conceptualization and application of the social community-based service at local level.

The Resource Person has knowledge in preparation of capacity development measures for the local level stakeholders. Moderation and facilitation skills for delivery of the measures could be considered as an asset.

The Resource Person has proficient knowledge about the status and needs, challenges, trends, and opportunities for improvements, particularly in areas related to local governance, as well as economic, social, and cultural human rights of particularly vulnerable groups.

The Resource Person's working experience in the context of 2030 Agenda for Sustainable Development will be considered as an asset.

The Resource Person is fluent in English language necessary for exploitation of the NALAS materials on the community-based services, as well as, in local languages necessary for delivery of the Learning Cluster's events and online mentorship sessions.

The Resource Person should have a University Degree in an area relevant to the improvement of public administration and social services (e.g. social sciences, political science, public administration, pedagogy, human resource management or another relevant field). Successfully completed trainings on social approaches and Generic Training of Trainers related to design and facilitation of trainings will be considered as an asset.

VII. Application Procedure

Interested candidates for the position of Resource Person are asked to submit a proposal, **by 19 June 2024, 16:00 (CET)**. The proposal must be submitted in English language **by e-mail, at aida@sogfbih.ba subject: Learning Cluster Resource Person.**

Interested candidates are asked to provide:

1. **CV** in pdf format.
2. **Cover Letter** in pdf format.

Please respond to the questions in relation to requirements provided in the section "VI. Resource Person's Profile" of this ToR.

3. **Financial Offer** separately provided in pdf format.

The Financial Offer shall specify only the net amount per expert-day in EUR, as well as, the total amount expressed in EUR.

Only personal income taxes and other taxes obligatory under the Laws of the Federation of the Bosnia and Herzegovina will be calculated and paid by the Association of municipalities and cities of the FBiH.

List of Annexes:

Annex 1: Learning Cluster Methodology